

**SCSO UNIFIED FUNDING
FY2012 OUTCOMES REPORTING**

OCTOBER 16, 2012

This document outlines instructions for the annual report to SCSO for Unified Funding (ESG - Emergency Solutions Grant, PAHTF - Pamela Atkinson Homeless Trust Fund, and CNH - Critical Needs Housing). Questions or concerns may be addressed to Ashley Barker Tolman; 801-526-9353, atolman@utah.gov.

Please submit these reports as requested by **Friday, November 30, 2012 by 5:00pm.**

For Non-Domestic Violence Service Providers

Inventory (detailed instructions below):

- 1) UHMIS Data Quality Reports (for CNH report on the APR program that the grant is supporting)
- 2) UHMIS Service Reports (for CNH report on the APR program that the grant is supporting)
- 3) FY12 Program Budgets: **Email to atolman@utah.gov:**
- 5) Submit FY12 Outcome Reports in WebGrants

For Domestic Violence Service Providers

Inventory (detailed instructions below):

- Email following to atolman@utah.gov:
 - 3) FY12 Program Budgets
 - 4) FY12 Total Program Service Units
- 5) Submit FY12 Outcome Reports in WebGrants

DETAILED INSTRUCTIONS

1) UHMIS Data Quality Report

- Select the “Universal Data Quality” Report;
- Specify the date range as July 1, 2011 – June 30, 2012;
- Select the options “enter”, “exit” and “current in range”;
- Filter by the program receiving funding from the Unified Funding Grants (PAHTF, CNH or ESG);
- Run the report
- Check the data quality for each of the universal data elements.
- **TIP:** Once you have run the report use the “Export Data to Excel” option to easily work with and analyze your data quality
- Repeat for each program service you were awarded in FY12 (case management, transitional housing, emergency shelter, outreach, essential services, other)
- Send an email to Patrick Frost, pfrost@utah.gov, stating that you have reviewed your reports and that you are ready for UHMIS to pull the information and report to SCSO. Please indicate which program(s) should be reported.

Data quality will be determined by the percent of fields with missing, don’t know or refused responses.

2) UHMIS Service Report

- Select the “Service Summary” Report
- Specify the date range as July 1, 2011 – June 30, 2012;
- Select your organization
- Filter by the program receiving funding from the Unified Funding Grants (PAHTF, CNH or ESG);
- Filter by specific grant (PAHTF, ESG or CoC Grant);
- May also filter by service if multiple services funded under a grant (only separate if separated in scope of work)

- Check the report to ensure that it appears as you expect
- Repeat for each program service you were awarded in FY12 (case management, transitional housing, emergency shelter, outreach, essential services, other)
- Send an email to Patrick Frost, pfrost@utah.gov, stating that you have reviewed your reports and that you are ready for UHMIS to pull the information and report to SCSO. Please indicate with program(s) and which service should be reported.

3) FY12 Program Budget

Confirm/update the projected **budget worksheet for FY12** with the actual totals for (These same numbers will be requested in the FY14 application). Please fill in spaces provided here:

Agency:	FY12 Actual Amounts	Same as reported in FY13 Application?
Program:		
1) Total program FY12 Budget		
2) Total persons served in FY12		
3) Total services provided in FY12		
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1) Total program FY12 Budget		
2) Total persons served in FY12		
3) Total services provided in FY12		

4) FY12 Services Report (Domestic Violence Providers Only)

Please Report the number of persons served and the number of units of service provided based on funds from the Unified funding process by program service. Please use the following template:

Agency:	FY12
Program:	
1) Number of persons served with Unified Funds	
2) Service unit (e.g. "shelter night", "case management hour")	
3) Number of service units provided with Unified Funds	
Program:	FY12
1) Number of persons served with Unified Funds	
2) Service unit (e.g. "shelter night", "case management hour")	
3) Number of service units provided with Unified Funds	
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Program:	FY12
1) Number of persons served with Unified Funds	
2) Service unit (e.g. “shelter night”, “case management hour”)	
3) Number of service units provided with Unified Funds	

5) FY12 Outcomes Report

Submit a **1st Quarter Outcomes Report** in Webgrants **with the annual totals** for FY12 that includes the outcomes for the entire FY2012. (Outcomes used to be reported quarterly and now we are requesting a single annual report entered in the 1st Quarter). You do not have to complete this report if you’ve already reported this year annually or quarterly.

NOTE: Please disregard the goals set in the report currently; these will be updated to reflect the actual award and therefore may be different than originally reported in your FY12 application. Also, please only complete for those program services that were funded.

Instructions for Submitting Quarterly Status Reports

Follow these step-by-step instructions for submitting Status Reports online for all contracts funded under the following SCSO programs:

- Critical Needs Housing (CNH)
- Emergency Shelter Grant (ESG)
- Pamela Atkinson Homeless Trust Fund (PAHTF)

- Step #1** **Login** to the WebGrants system at: www.webgrants.community.utah.gov
- Step #2** From the Welcome screen, click on **My Grants**
- Step #3** Select the **Contract** for which you want to submit a Status Report
- Step #4** Select **Status Reports**
- Step #5** For the 4th Qtr FY 2012 report, select **Program Report**
- Step #6** Select **Outcomes**
- Step #7** Select **Program Service**
Note: If your agency was funded for more than one Program Service for this contract, you will need to click on each Program Service to enter the outcomes data.
- Step #8** **Enter quantities** for Units of Service Provided and Individuals/Households Served in the appropriate cells next to the 4th Quarter. Include total numbers for the entire program regardless of the amount of Unified Funding you received.
- Step #9** After entering both quantities, click **Save**. This will take you back to the Status Report Project Outcomes screen where you can select the next Program Service (if funded for more than one under this contract)
- Step #10** Once you have entered data for each Program Service, click **Continue**
- Step #11** Select **Preview** to view the Status Report you are about to send
- Step #12** Review the information in the Project Outcomes section at the bottom of the Status Report. If you are satisfied that the data has been entered correctly for each Program Service, **close the Preview screen**.

Step #13

Click on **Submit**. The following pop-up message will appear:
Submitting this Status Report will lock all sections from further editing. Have you completed all sections? Are you sure you are ready to submit this Status Report?

Step #14

Click on **OK** to submit the Status Report, or click on Cancel to allow further editing. When you click on Submit, the Web Grants system will automatically send an email message to SCSO staff to alert us that your report was submitted.